



***ADDENDUM # 1  
FOR  
RFP # 2017-01***

**CONSTRUCTION MANAGER AT RISK SERVICES  
FOR  
TOWN HALL RENOVATION  
(PRE-CONSTRUCTION AND CONSTRUCTION PHASE)**

This addendum is being issued to announce, clarify and address questions or certain issues that have risen since the RFP was originally issued and discussed at the pre-proposal conferences. All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Firm. Firms submitting proposals shall acknowledge and include this addendum within their submittal. Addendum, Proposal Form and General Conditions Worksheet shall not be altered and completed in their entirety. Firms not acknowledging addendum will be considered as non-responsive and their proposal will be returned without consideration.

**ANNOUNCEMENT:**

Firms that attended one of the mandatory pre-proposal conferences and are submitting proposals have an opportunity to visit the site once more. This is strictly a site visit. No questions will be answered during the walk through. The date and time of that visit is as follows:

Date: **Thursday, September 22, 2016**  
Time: **9:30 a.m. to 11:00 a.m.**  
Location: **The front parking lot of Town Hall**

**REVISION to RFP (SECTION 5 – Item J):**

Section 5 – Item J within the RFP shall be removed in its entirety and replaced with the following language:

Pricing Schedule shall be included within this section and provided on the attached forms identified as “Proposal Form” and “General Conditions Worksheet”, as described and addressed in Addendum # 1.

**Proposal Form** (completed by firm and attached within item “J” in proposal) includes the following:

- **Pre-Construction Services Fee:** A fixed stipulated sum for 4 weeks of preconstruction services. Services shall include meetings to review design issues and advise the Owner and Design Team on issues affecting cost, schedule, constructability, maintenance and other related issues. Preconstruction services shall include one preliminary estimate of the project costs and one final estimate to determine the project Guaranteed Maximum Price (GMP) for the Project.
- **General Conditions Fee:** A fixed stipulated sum for all General Conditions associated with the direct job costs of managing the project as outlined on the General Conditions Worksheet. Services shall be based on not more than a ten month construction schedule. Any work beyond the General Conditions outlined in Division 1 Specifications that is self-performed by the CM or any affiliated subsidiary or sister company, shall be competitively priced against other subcontractors.
- **Construction Management Fee:** A fee proposal stated in percentage points that would represent the CM’s overhead and profit for the Project. This percentage will be used to determine the CM’s fixed fee upon establishment of a mutually agreed upon GMP, and will remain fixed regardless of the actual final construction cost.

**General Conditions Worksheet** (completed by Firm and attached within item “J” in proposal) includes the following:

An itemization of the General Conditions associated with the direct job costs of managing the project. Note that not all items indicated are required. The cost of permits, Special Instructions, Builders Risk Insurance, Payment and Performance Bonds (if required) should not be included.

***\*\*\* The percentage points that represent the CM’s overhead and profit will be incorporate as an amendment to the original contract as a “Guaranteed Maximum Price” (GMP) as determined by the known costs established during the Pre-Construction phase.***

### **QUESTIONS AND ANSWERS:**

**Question # 1** - Regarding the “restricted conversations” statement; I wanted to clarify that this doesn’t not include communications with design team members (LS3P, Pearce Scott, WJK) correct? The reason I ask is we have dealings with these designers separate from this project, and wanted to ensure we weren’t breaking any protocol if we speak to them.

**Answer # 1** - As stated, no discussions with other Town of Bluffton personnel is to occur, except for the contact person noted in the solicitation. While the Architect is not included in this group, the Town respectfully asks that all Firms refrain from discussions or questions being directed to the Architect during the procurement process. The Architect will not be a sitting member on the Selection Committee. However, to avoid possible collusion, it is highly recommended that if you have contact with the Architect for other interests or projects that it not be inclusive of any discussions related to this project.

**Question # 2** - **Regarding - C. Partner, Supervisory and Staff Qualifications and Experience** - It states “Indicate whether each such person is registered or licensed to practice in South Carolina.” – Does “person” mean “firm”?? Do you want us to provide our firm’s GC License?

**Answer # 2** – See answer to question # 9 below.

**Question # 3 - Regarding – F. Prior Projects with Municipal Entities, School Districts, Local Governments -** It is requesting that we list projects completed within the last five years, including: *Indicate the scope of work, original project budget, bid amount, final contract amount, date, partners assigned, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.* Is it necessary to list the project budget, bid amount, and final contract amount? or would the final contact amount suffice? Additionally, what is meant by “partners assigned”??

**Answer # 3** – It is recommended that the proposal provides the information requested. How the information is presented is up to your firm. The proposal should be submitted in the most favorable manner possible. Proposals are evaluated based on the criteria selected and the information that is provided by each firm. Submittals not containing the information requested could be considered unfavorable for your firm.

**Question # 4** - Who will pay for the 3<sup>rd</sup> party inspections?

**Answer # 4** – Inspections not identified or required by the General Contractor in the plans and specs provided by the Architect will be paid for by the Town.

**Question # 5** - Will you allow for a lay down area on-site or will we need to figure for off-site storage?

**Answer # 5** – Yes. There is available space on site.

**Question # 6** - Who will pay for the asbestos testing?

**Answer # 6** – The asbestos assessment is located on the Town's website with the solicitation documents. Asbestos removal will be the responsibility of the Contractor. This has been included in the General Conditions Worksheet.

**Question # 7** - The grading scale inside the RFP mentions a line item for budget. Given the minimal amount of Design currently, to what degree is expected for us to outline the overall budget? Is it an order of magnitude budget with a lump sum or are you expecting a schedule of values breakdown? The only mention of budget yesterday was 3 million cost of work with Owner obtaining FF&E and Design Cost.

**Answer # 7** – The “grading scale” you reference is not located within the solicitation documents. Nor is the Evaluation Criteria weighted by a line item for budget. The only budget information being asked for are original budgets with prior projects your firm has participated on with other projects. For clarification on the pricing schedule, see **REVISION to RFP (SECTION 5 – Item I)** section above and the instructions on completing the attached forms. The Town's budget for the Construction Manager at Risk (Pre-construction and Construction phases) is 2.9 million dollars.

**Question # 8** - You ask for a list of projects but then quite a bit of information for each of those projects. Are you envisioning a true list in this section? Or would full project sheets with the requested information suffice? I was initially planning on doing a table but to include all the requested info for each project listed would require a very wide table with tiny columns.

**Answer # 8** – It is recommended that the proposal provides the information requested. How the information is presented is up to your firm. The proposal should be submitted in the most favorable manner possible. Submittals not containing the information requested could be considered unfavorable for your firm.

**Question # 9** - The last bullet under section "D" reads:

- Qualifications of project members, operating personnel and management who would be assigned and have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity.

And the 2nd bullet under section "E" reads:

- Indicate whether each such person is registered or licensed to practice in South Carolina. Provide information on the experience of each person and longevity with firm, including membership in professional organizations relevant to the performance of this project.

These both read to me as resumes - would you like resumes in both sections? Or is there something else you're looking for here?

**Answer # 9** – To clarify, Section D specifically relates to the Firm as a whole. Section E is intended to be directed more to the individual experience of your staff members who will be assigned to the project. Proposals shall be submitted with this format. How the information is presented is up to your firm. The proposal should be submitted in the most favorable manner possible. Submittals not containing the information requested could be considered unfavorable for your firm. It is recommended that resumes of those staff members, identified in section E and assigned to this project, be submitted with your proposal. Any special certifications, registrations or licenses held within the state of South Carolina by those staff members, should be listed here as well.

**Question # 10** - Can you please provide a copy of the modified contract as referenced in the RFP?

**Answer # 10** – The sample contract has been downloaded to the solicitation on the Town's website and can be viewed there. The agreement consists of three documents: The standard agreement; General Conditions; and The GMP Exhibit.

The proposal due date still remains the same. Sealed proposals will be received by the Town of Bluffton (Attn: Brian Boehs) at 20 Bridge Street, Bluffton, South Carolina, 29910 until 2:00 p.m. on September 29, 2016.

**ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED  
RECEIPT OF THIS ADDENDMU IS HEREBY ACKNOWLEDGED**

\_\_\_\_\_  
NAME OF BUSINESS

BY: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
MAILING ADDRESS